The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the L.T. Ross Building, 2247 Western Avenue, Knoxville, Tennessee at 10:00 a.m. on Thursday, April 25, 2019.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Ms. Polly Doka
Mayor Glenn Jacobs
Mr. Buz Johnson
Mr. Orris Nero
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Ms. Avice Reid – representing Mayor Madeline Rogero
Judge John Rosson
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Ms. Tracy Bell
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Ms. Anna Compton
Dr. Clifford Davis – representing Superintendent Bob Thomas
Ms. Katharine Killen – representing Dr. Martha Buchanan
Ms. Kathy Mays
Councilwoman Gwen McKenzie
Ms. Ashley Ogle – representing Mr. Ben Bentley
Mr. Thomas Strickland
Mr. Patrick Wade – representing Representative Rick Staples
Volunteer Assisted Transportation 10 Year Celebration

Ms. Virginia Anagnost, board chair, welcomed Mayor Glenn Jacobs, Mayor Tom Taylor and other officials to the CAC board meeting. The meeting began with a PowerPoint presentation highlighting the many volunteers and riders who made the 10 Year Anniversary Celebration of the Volunteer Assisted Transportation (VAT) program possible. Ms. Karen Estes, CAC Transportation Director, spoke about the dedicated staff and volunteers. Ms. Estes introduced Warren Secrest, VAT Program/Compliance Coordinator and Ms. Nancy Welch, VAT Program Assistant Manager. Ms. Estes and Mayor Jacobs presented plaques to the staff. Mayor Jacobs presented CAC with the Knox County Proclamation stating that April 25, 2019, would be known as Volunteer Assisted Transportation (VAT) Day. Ms. Avice Reid, Senior Director of Community Relations representing Mayor Madeline Rogero, presented a Proclamation on behalf of the City of Knoxville also declaring April 25, 2019, as Volunteer Assisted Transportation (VAT) Day. Mayor Taylor, Mayor of Maryville and Transportation Planning Organization (TPO) Chair, and Mr. Doug Burton, Principle Planner Knoxville Regional Transportation Planning Organization, presented a check for $426,170 to CAC Volunteer Assisted Transportation. Mayor Jacobs concluded the celebration by presenting Certificates of Appreciation to the volunteers.

The meeting was opened with a moment of silence, Ms. Anagnost presiding.

Ms. Anagnost introduced Mayor Jacobs. Mayor Jacobs announced that the CAC proposal to utilize space at 4608 Asheville Highway was approved. This space will provide improved facilities for the current services and opportunities for much-needed program expansion of the CAC East Neighborhood Center. This move will better serve the residents of East Knoxville and East Knox County. The facility is adjacent to the Tank Strickland Park and the Burlington Library. Special Projects funds are available to cover the costs associated with this move.

1. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the March 28, 2019 board meeting. There being none, the minutes were approved as distributed.

2. ADMINISTRATIVE COMMITTEE REPORT

Mr. Buz Johnson presented the Administrative Committee report from Wednesday, April 17, 2019.

Mr. Matt Neilson from PYA (Pershing Yoakley & Associates) met with the committee to review the audit report for the period ending June 30, 2018. Mr. Neilson went through the major sections of the report. He suggested that members review Management’s Discussion and Analysis on pages 4-9 of the printed report and Significant Accounting Policies – Note 1 on pages 18-24. The auditor’s report expresses an unqualified opinion of the CAC financial statements. CAC was determined to be a low-risk auditee. There were no material weaknesses
identified with regard to the internal controls over major programs. There were no findings for this year and no prior year findings to resolve. Printed copies of the report will be provided to CAC board members and the report will be posted on the CAC website. Full board approval is recommended. This will be a separate agenda item. The committee approved the personnel actions on the attached list. The committee reviewed and approved the report of the Office on Aging invested funds. No action is required at this time. The Homeless Services financial reports were reviewed. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of March 2019. The funding summary of grants, contracts and applications was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee received an update on the status of the local budget requests. Board members are invited to attend Mayor Rogero’s State of the City Address on April 26, 2019 at the Urban Wilderness Gateway, at the terminus of the James White Parkway. Bus transportation will be available from the L.T. Ross Building at 11:15 a.m. No parking will be available at the site. The committee was updated on plans to relocate the CAC East Neighborhood Center which will provide improved facilities for the current services and offer opportunities for much-needed program expansion. A proposal has been submitted to Knox County for county space at 4608 Asheville Highway to better serve the residents of East Knoxville and East Knox County. The facility is adjacent to the Tank Strickland Park and the Burlington Library. Special Projects funds are available to cover the costs associated with this move. Plans for the Annual Conference of the Tennessee Association of Community Action were reviewed. The conference will be held in Knoxville from April 29 to May 1, 2019. Any board member wishing to attend who has not signed up should contact Cathy Gonzalez as soon as possible. The committee recommends that the CAC board meet at the O’Connor Senior Center on Thursday, May 23, 2019. Full board approval is recommended. The committee recommends that the board training retreat be held in lieu of the regularly scheduled August meeting on Wednesday, August 14, 2019, at Alex Haley Farm. Full board approval is recommended.

Mr. Buz Johnson moved to approve the Administrative Committee report. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Judge John Rosson moved to have the CAC board meet at the O’Connor Senior Center on Thursday, May 23, 2019. Ms. Reid seconded the motion. The motion was unanimously approved.

Mr. Johnson moved to have the board training retreat in lieu of the regularly scheduled August meeting to Wednesday, August 14, 2019, at Alex Haley Farm. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

3. ANNUAL FINANCE REPORT (AUDIT)

Ms. Barbara Kelly presented and reviewed the Annual Financial Report for Fiscal Year ending June 30, 2018. Ms. Kelly highlighted several items in the report; she reviewed the Management’s Discussion and Analysis section, which was included in the board packet, and commented on the operating expenses by budget classification, CAC expenditures by activities,
and the CAC revenue sources. At 31% of the total operating expenses, Head Start is again the largest activity for the fiscal year. Transportation and Barbara H. Monty Mobile Meals Kitchen is the second largest activity at 15.8% of total operating expenses, with Office on Aging third at 13.7%. Ms. Kelly called special attention to the “Other Factors” section noting that the Tennessee Department of Human Services decision to change the Community Services Block Grant (CSBG) year from July/June to October/September created a one-time funding opportunity that will affect the fiscal years ending June 30, 2018, 2019 and 2020. In addition, the flooding that occurred in March 2019 damaged the warehouse where the USDA commodities were stored and the food that was on hand has been contaminated. The ultimate impact of this situation has not been determined at this time. Finally, as part of the Tennessee Department of Labor decision to realign the workforce areas across the state, Knox County was incorporated into the sixteen (16) counties that comprise the East Tennessee Workforce Development Area as of July 1, 2018. Existing contracts were extended through September 20, 2018 and a closeout period through November 14, 2018 was established. The Knox County Workforce Development Area no longer exists and the Consortium Fund will be closed. This will affect the fiscal years ending June 30, 2018 and 2019. Since this has been planned in advance, no negative impact is anticipated.

Ms. Kelly then highlighted PYA report where they cited that there were no audit adjustments, no audit difficulties or issues, and no schedule of findings or questioned costs. The full report is available in hard copy and on the CAC website.

Ms. Lula Williams motioned to accept the Annual Financial report. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

4. CAC KNOX COUNTY TRANSIT ANNUAL REPORT

Ms. Estes reported on the CAC Knox County Transit and Volunteer Assisted Transportation programs. CAC Transit provides access to community resources and services by providing public transportation for Knoxville-Knox County residents who do not have access to Knoxville Area Transit services. Last year alone, 99,933 trips were provided to essential medical appointments, grocery stores and places of employment, and 25,798 rides provided by contract with the Senior Nutrition Program. There were several milestones and accomplishments to report. Highlights include:

- 7,114 unduplicated individuals were served and 189,509 trips were provided
- 57 vehicles currently in use with the average number of trips per day at 764
- Those vehicles traveled a total of 1,878,061 miles, averaging 7,512/day
- Over 2,947 seniors and people with disabilities were transported to social and recreational venues
- All drivers and staff completed annual training modules

Volunteer Assisted Transportation (VAT) has grown. In the last 10 years, 192 different volunteers have provided over 50,000 assisted trips to more than 950 Knox County seniors and people with disabilities, while traveling over 650,000 miles and donating over 55,000 hours of their time.
Mr. Wright moved to accept the CAC Knoxville Transit report. Dr. Sandra Twardosz seconded. The motion was unanimously approved.

5. **GRANTS, CONTRACTS AND APPLICATIONS**

Ms. Kelly reviewed the summary of grants, proposals and applications that was included in the board packet.

- **Knox County CAC Transit. Federal Transit Administration Section 5310 Grant Funding.** $1,221,953 to provide Volunteer Assisted Transportation (VAT) and CAC Transit services and an additional four (4) vehicles. The program is through the Federal Transit Administration (FTA).

- **Knox County CAC Transit. The James L. Richardson Driver Safety Grant.** Received $5,000 from Public Entity Partners (PEP) to purchase training in Basic Wheelchair Securement and Passenger Service and Safety. Funds will also be used to purchase Defensive Driving Training materials.

- **Knox County CAC Transit. The Pool's Safety Partner's Grant.** Received $3,000 from Public Entity Partners (PEP) to be used towards Basic Wheelchair Securement and Passenger Service and Safety Training. CAC Transit will purchase four (4) webbing loops for all vehicle operators as well as CPR/First Aid Training Materials for drivers and staff.

- **Homeward Bound. CAC’s Family Stabilization.** Received $30,000 from United Way for one case manager and cost for the Getting Ahead class. This grant will provide services for 40 families to become financially stable, maintain housing, and increase incomes.

- **Beardsley Farm. Rotary Club.** Received $2,500 to be used for the farm’s Summer Camp.

**Proposal/Application Summaries**

- **Food Program. 2019 Summer Food Service Program.** Applied for an amount to-be-determined from the Tennessee Department of Human Services (DHS). This application is for Summer 2019 for children in organized summer programs.

Judge Rosson moved to approve the grants, proposals and applications as presented. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved. Mr. Johnson recused himself from the vote.
6. PROGRAM UPDATES & ANNOUNCEMENTS

Ms. Susan Long announced that on, April 25, 2019, from 4:00 pm to 6:00 pm, the J.T. O'Connor Center will be hosting an Art Show which includes paintings, woodcarvings and photography. The Duncan Awards for Senior Advocacy will be held Thursday, May 2, 2019, 4:00 pm – 6:00 pm at The Pavilion at Hunter Valley Farms. The Senior Job Fair will be held Wednesday, May 8, 2019, at the L.T. Ross building, 9:00 am – 11:30 am. Lastly, Knox PAWS Among the Blooms will be held on Friday, May 17, 2019, 5:30 pm – 7:30 pm at Stanley’s Greenhouse. Annual fundraiser to support placing adoptable pets with low-income seniors. Cost is $25.

Ms. Anagnost reminded board members who were registered to attend the Tennessee Association for Community Action (TACA) Conference that it will be held Monday, April 29, 2019 – May 1, 2019 at the Crown Plaza in Knoxville. If you are attending, please see Cathy Gonzalez for parking tokens.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Polly Doka
Board Secretary